



# NORTH AMERICAN UNIVERSITY

INSPIRATION INNOVATION GLOBAL COMPETENCE

**Policy Title:** Attendance and Make Up Work Policy

**Policy Number:** REG.109

**Policy Owner:** Provost and Vice President for Academic Affairs

**Responsible Office:** Registrar's Office

**Revision Date:** 7/19/2022

---

## 1. Purpose and Scope

The purpose of the Attendance Policy is to ensure students and faculty members are well informed on the policy and procedures regarding attendance for their classes.

## 2. Policy

Registration in a course obligates the student to be regular and punctual in class attendance. Students are responsible complying with the attendance policy stated in the catalog and faculty syllabus. Missing 20% or more of the scheduled hours in a semester is considered excessive absenteeism and it may result in administrative action.

If a student is enrolled and reported as not attending all registered classes by each of his/her instructors as of census date, the student will be unofficially withdrawn from the program. The census date is set by the university and typically on this day, the university takes a "snapshot" of all students' enrollment which becomes the "official enrollment" that is used for financial aid eligibility.

Instructors may establish policies on making up missed work in their classes. It is the student's responsibility to contact instructors for assignments during the absence. However, make-up work shall not be authorized for removing an absence.

## 3. Procedures

Faculty members will provide details on the rules for attendance in their classes in their course syllabi and faculty members will keep students' attendance records.

## 4. Who Should Read This Policy

Students  
Department Chairs  
Advisors  
Student Success Coordinator

## 5. Related Documents and References

Academic Catalog

